



Policy: 4200
Procedure: 4200.09
Chapter: Mental Health
Rule: Documentation of Behavioral Health Treatment Interventions

Effective: 11/20/06
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Division of Programs and Institutions establishes guidelines for documenting behavioral health intervention services to juveniles admitted to its care. Documentation of services provides a measure of timely service delivery and assures that juveniles are afforded opportunities to maximally benefit from behavioral health services.

Rules:

1. The **QMHP AND BEHAVIORAL HEALTH EMPLOYEES** shall:
 - a. Ensure the timely documentation of behavioral health services upon completion of such services;
 - b. Document using progress notes and the Subjective, Objective, Assessment, and Plan (SOAP) format Form 4200.09A Treatment Contract, no later than the end of the business day on which services were rendered to juveniles;
 - c. File all SOAP notes daily in accordance with Procedure 1120.07, Maintenance of Mental Health Record, with the exception of group intervention notes which shall be filed by the end of the work day on Friday;
 - d. Ensure no duplicate SOAP notes are maintained in a file other than the official mental health file.
2. The **QMHP AND BEHAVIORAL HEALTH EMPLOYEES** shall ensure documentation occurs for juveniles who receive the following behavioral health services:
 - a. Crisis intervention and suicide prevention counseling;
 - i. Crisis intervention and suicide prevention counseling shall be documented on Form 4250E, Crisis Intervention Assessment, in accordance with procedure 4250.01, Suicide Prevention;
 - b. Individual counseling;
 - c. Group interventions;
 - d. Family interventions;
 - e. Continuous case planning;
 - f. Professional staffings.
3. The **QMHP AND BEHAVIORAL HEALTH EMPLOYEES** shall ensure that the documented progress notes cross reference the juvenile's continuous case plan. At a minimum, **THEY** shall include the following in the SOAP note:
 - a. Juvenile's name and "K" number;
 - b. Duration of session, including start and end times;
 - c. Type of intervention delivered;
 - d. Continuous case plans (CCP) problem area addressed;
 - e. Continuous case plan goals and objectives;
 - f. Mental status information (MSE);
 - g. Progress towards and changes in the CCP goals and objectives;
 - h. Juvenile's response to the intervention;
 - i. Provider's printed name, title, signature, and date service rendered.
4. The **PSYCHOLOGIST OR CLINICAL SUPERVISOR** shall ensure that documentation of services occurs as prescribed. Wherever there is a variance in the process:
 - a. The **QMHP AND BEHAVIORAL HEALTH EMPLOYEES** shall:

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- i. Notify the facility Psychologist or Clinical Supervisor;
 - ii. Document the reasons behind the variance;
 - b. The **QMHP AND BEHAVIORAL HEALTH EMPLOYEES** shall:
 - i. Document the occurrence or non-occurrence of the documentation of services on the progress note;
 - ii. File all documents in accordance with Procedure 1120.07, Maintenance of Mental Health Record.
5. The **PSYCHOLOGIST OR CLINICAL SUPERVISOR** shall:
- a. Conduct monthly supervision sessions and chart reviews in accordance with Procedure 1052.01, Behavioral Health Monitoring and Quality Improvement, to determine the quality of the SOAP note and document compliance;
 - b. Develop corrective action plans when deficiencies are found, in accordance with Procedure 1052.01, Behavioral health Monitoring and Quality Improvement.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
11/20/2006	Kellie M. Warren		